

# **WIC**

## **WIC POLICY AND PROCEDURE MANUAL**

Michigan Department of Community Health

Chapter/Section: 4.19

Effective Date: 6/12/95

Issue Date: 6/12/95

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### **4. CERTIFICATION**

#### **4.19 Certification Staffing**

**FINAL**

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#### **A. POLICY:**

1. A local agency shall have appropriate certification staffing (Competent Professional Authority) to determine an applicant's medical and/or nutritional eligibility for the WIC Program. The WIC staff functioning as a Competent Professional Authority (CPA) shall be professionally trained to function as one of the following:

- Physician
- Registered Dietitian
- Nutritionist (Bachelor's degree in Foods/Nutrition or Dietetics)
- Master's degree in Human Nutrition or Public Health Nutrition
- Physician Assistant (certified by the National Committee on Certification of Physician's Assistants' or certified by the State medical certifying authority)
- Registered Nurse
- Dietetic Technician Registered (emphasis in community/clinical nutrition)
- Home Economist (Bachelor's degree with emphasis in nutrition)

2. The CPA shall perform at a minimum the listed required duties described as follows:

#### **Required Duties (Must Only be Performed by CPA)**

- Determines WIC applicant's medical/nutritional eligibility for the WIC Program.
  - a. Assesses anthropometric and hematological data.
  - b. Assesses health and dietary history.
- Assigns risk code(s) with documentation where applicable.
- Develops nutrition education plans for participants.
- Provides Nutrition Risk Education to program participants. See Interim Policy XII.
- Assigns participant food packages:
  - Standard
  - Tailored
- Determines need for and authorizes Class I-B, II-A, II-B formulas. Requests MDCH WIC Division approval for Class III formula. See Policy 5.03.
- Makes referrals for nutritional, health, social, or psychological services.

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- Initiates problem list for high risk participant. Refers high-risk participants to a registered dietitian for individual counseling and care plan development.
  - Documents risk code and food package selection and signs and dates CDE form.
  - Provides follow-up and documentation of care plan as assigned.
4. The CPA shall verify the following data: risk code(s), and food package selection, by signing the Certification Data Entry (CDE) Form H-761 or H-761a.
  5. The CPA shall provide and document nutrition risk education for each participant at certification and recertification.

#### **B. GUIDANCE:**

1. The CPA provides and documents referrals made to health and social service agencies.
2. Non-CPA staff may be responsible for data gathering activities associated with the WIC certification process.
3. The following items must be performed during certification but may be performed by CPA or other designated staff, at the discretion of the local agency.
  - Determines income eligibility.
  - Performs and charts anthropometric measurements.
  - Performs and charts hematological measurements.
  - Administers dietary and health histories.
  - Provides and documents secondary nutrition education.

#### **Reference:**

Federal Regulation; 7 CFR Part 246.2

#### **Cross Reference:**

WIC Policy 1.11 Local Agency Staffing  
WIC Policy 4.19 Certification Staffing  
WIC Policy 5.03 WIC Approved Special Dietary Formula  
WIC Interim Policy XII Nutrition Risk Education